

# Interpreting Military Experience on Resumes

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# Importance of Understanding Military Resumes



Recruiters often have difficulty deciphering experiences in veterans' resumes



Positions, titles, and experiences are very different from the civilian world



Hiring managers often have to rely on acquaintances for help, or go it alone



Qualified candidates may not be properly aligned to roles commensurate with experience and capabilities

As you review a veteran's resume, you will likely encounter three themes

## Rank Structure



*Can help determine experience and education level.*

### **Corporate Equivalent:**

*People Leader vs. Individual Contributor*

## Job Specialities

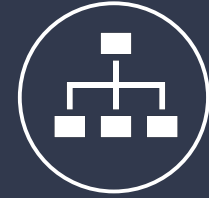


*Defines primary job function.*

### **Corporate Equivalent:**

*HR, Operations, IT*

## Organizational Units



*Describe team size, number of people managed.*

### **Corporate Equivalent:**

*Team, Department*



# Rank Structure

Military Title	Corporate Equivalent
Commanding Officer	VP, Director
Executive Officer	Chief of Staff, VP
Officer in Charge (OIC) Noncommissioned Officer (NCO)	Project Manager, Supervisor
Warrant Officer	Technical Specialist, Department Manager
First Sergeant	Manager, Personnel Manager, People Leader
Squad Leader	Team Lead
Supply Sergeant	Supply Manager, Logistics
Infantry	Individual Contributor, Front Line Associate



# Job Specialties (MOS, AFSC, Rating)



Not all troops are on the “front line” - a variety of job functions are needed!



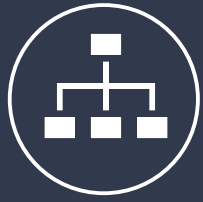
Job Specialties will likely reflect the veteran’s service branch (Army – land warfare, Navy – sea warfare, etc.)



Job Specialties are extremely diverse, ranging from infantryman, to logistician, to cook, to musician



Some veterans have “alternate job codes”, or temporary rotations. This is like rotational assignments in the civilian world.





# Organizational Units

Unit	# of people supervised	Typically led by a...
Squad	5-14	Sergeant / Staff Sergeant
Platoon	15-45	First / Second Lieutenant
Company/Battery/Squandon	80-150	Captain / Major
Battalion	300-800	Major / Lieutenant Colonel
Regiment / Brigade	1,000-5,500	Colonel / Brigadier General
Division / Corps	10,000-25,000	Major General


# Resources


## O\*NET

 **Crosswalks** 

[Military](#)

Military Occupational Classification code or title

Army (MOS) 

logistics 

[Education](#)

[Occupation Handbook](#)

[SOC](#)

[DOT](#)

[RAPIDS](#)

## Career One Stop

